

Sam Houston State University Human Resources

Staff Classification Description – Accountant II

Skill Category: Professional
Position (Employee) Class: 3N102 (E1)
Grade: 12
Date: 05/2018

Department: As assigned

Educational & Experience Requirement: Bachelor's degree in Accounting, Finance, or other business related field. Two years professional accounting experience or a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs accounting and related assignments involving the recording, analysis and reporting of financial data.

Supervision Given & Received: Works under minimum supervision and may provide working supervision to lower grade accountant, and assistant accountants.

Primary Responsibilities: Assembles data from books of original entry and control records. Prepares financial statements and reports pertaining to departmental or University activities. Audits and processes purchase, cash receipt and disbursement documents in accordance with disbursing rules and regulations. Reviews central accounts and fund groups for propriety of entries and investigate overdrafts. Prepares or assists in the preparation of financial reports including monthly summary reports, government reports and annual financial reports. Prepares or assists with billings to government or federal projects. Performs other related duties as assigned.

Other Specifications: Other University departments, vendors, and off-campus agencies.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.